

EXECUTIVE LEADERSHIP TEAM  
VIRTUAL MEETING  
TUESDAY, JULY 28, 2020  
8:30 A.M.

Those in attendance: Deborah Bordelon, Craig Burgess, Jeff Davis, Ed Helton, Rocky Kettering, Nancy Marino, President Chris Markwood, Todd Reeser and Gina Sheeks.

Guests: Bradley Botkin, Ted Laskaris, John McElveen, David Mitchell, Chip Reese and Sarah Secoy

**Jeff Davis:**

Aramark Dining Plan – David Mitchell and Brad Botkin – shared document of proposed dining plan for main and RiverPark campuses. Additional seating will be available at designated outdoor areas. Faculty and staff will be asked to refrain from using the dining services for the first couple of months to enable the plan for students to be up and running. Food trucks will not be available until next month.

Supplies/Mask Update – Logo masks expected August 3.

**Gina Sheeks:**

Corvias – Sarah Secoy - USG and Corvias have not reach an agreement for the FY21 Budget. Corvias staff – maintenance technician and housekeeper on furlough. One maintenance supervisor on campus for Clearview and Courtyard - not allowed to make any further purchases, negotiate with vendors, etc. Only able to make repairs and continue to turn apartments with the items currently in inventory and manage any projects that are in process per Corvias. Two buildings under renovation – conclusion early next week – buildings will need to be cleaned and sanitized. Two AC units are not working. List sent to USG – several outstanding items that need to be done before we can move students into housing. May have to use outside vendors – will be CSU's financial responsibility. USG needs to give us authorization to do the cleaning and maintenance as these buildings belong to Corvias.

In negotiations with Courtyard Marriott and Double Tree for housing overflow. Students who are assigned to the Double Tree will be the first to be moved back to main campus housing as it becomes available.

Cougar Kickoff – No updates

ELT members will be assigned individually to host a lunch with no more than ten students – Melissa Dempsey working on this project.

**Deborah Bordelon:**

Vance Gray and Jonathan Hull – Check in call – where we are in preparing for students this fall. Recommended using a survey that Valdosta State University is using – reaching out to students with technology needs. Barbara Psalmond, UITS, working on this survey with Dr. Bordelon. Survey will be sent to students as soon as possible. Gina, Chip and Michael will work on adding technology needs component to all information to the students.

Welcome Week – meeting yesterday – Eighteen sessions will be scheduled on Tuesday afternoon and Wednesday. Working with Michael on getting the information out to faculty and staff to register for sessions. Key note speaker, Dr. Peter Felton on Tuesday afternoon. Challenge from President Markwood to each ELT member– encourage or expect that each of your faculty and staff attend the keynote speaker as well as two to three of the sessions on Tuesday and Wednesday.

#### Fall Enrollment Numbers:

Fall - Head Count 112 Students over last year 1.57% - Credit Hours 3,133 - 3.8% Additional sections of classes for incoming freshmen were added to the schedule. 1,400 students have completed the ROAR Orientation modules. We are down 223 students in undergrad returning students. Graduate is up by 22 students. Largest drop is in undergrad returning students. Reaching out to students who enrolled but have not yet registered for the fall.

Ted Laskaris Updates – UITS – getting classrooms ready - working daily. COOL working with faculty members.

Shared Services Proposal - Interviewed two of three USG colleagues and Carole interviewed the third yesterday. Committee is looking to have a full report ready to share with ELT by the end of August. Ted and Carole will meet with President Markwood, Dr. Bordelon and Ed Helton once again, meet with USG Systems representatives again and then will present report to ELT.

#### **Rocky Kettering:**

Blackbaud Security Breach – working with USG, UITS and Craig Burgess. No legal action is required from us at this time – more of a courtesy action – sending a letter to donors. Larger schools are sending emails to donors. Will work with UITS and Craig on number of donor emails. University Advancement will take the following action in compliance with USG recommendations:

1. Need to communicate electronically to donors by this Friday
2. Recommends using letter

#### **Ed Helton:**

Events – September – December – Need to look at 3<sup>rd</sup> party events month to month. 3<sup>rd</sup> party September events for Rankin, Cunningham Center and Turner Center will need to follow the process listed below. ELT needs to look at events that are approved and see if they comply with social distancing and the use of masks. Jeff will work with Steve and Sue in catering for this information.

1. 3<sup>rd</sup> party events – Written plan to show social distancing
2. Masks must be worn
3. Steve will review and approve

Stage 3 Limited Opening - Chip Reese - Monday, August 3 – CSU is scheduled to move to Stage 3 –

Regular Office Schedules – continue to stay on rotating schedules. On campus office hours for faculty may be established as needed and with the approval of their department chair and notification of the college's dean.

Approved on-going research with previously involved graduate students.

Enrollment Services may continue with limited campus tours - one family per tour and limited face-to face interaction for the purposes of enrollment.

Visitors to campus should continue to call and make appointments, when providing services remotely is not possible for their particular situation.

Chip will work with Michael on this information.

Return to Campus Update – Yesterday USG Dean of Students meeting – UGA and Kennesaw had interpreted face coverings information – 6ft of social distancing may not always be possible – setting up classrooms – Face covering use will be in addition to and is not a substitute for social distancing. - USG - Not going to make any type of call on this, each institution should read USG information and interrupt on their own and see how it fits with their campus. CSU will continue to follow – in spaces on campus, you should be wearing a masks.

Workgroup – Training – how to approach people who are not wearing masks on campus – business size card guidelines for CSU employees – What to do when someone isn't wearing a face covering. Chip will work with Michael to review and edit if necessary before it goes to the print shop. Jeff – Potiphar – need to have a plan for the shuttle and bus drivers if a person refuses to wear a mask. Chip, Jeff and Craig will work on the plan and bring back recommendation to ELT.

#### **Craig Burgess:**

Medical Transportation for Students Contract with EMS – Medical Transportation contract – edited document and Chip has shared with potential EMS provider.

USG Title IX Update - Telephone conference – Lauren Jones and Shanita Pettaway participating. Lauren will be invited to attend next ELT meeting to present Title IX updates.

#### **Todd Reeser:**

Competition games to begin in October. Ten of twenty-three conferences are playing in the spring, the other thirteen are playing in the fall.

**President Markwood:**

Conference call with Chancellor scheduled for this Thursday morning.  
Provost working with faculty regarding accommodations

Minutes from the July 16, 21 and 23 ELT meetings were approved with not changes.

There being no other business to discuss, meeting was adjourned at 10:40 a.m.

Respectfully submitted by,

Nancy Marino